

# Customer portal user guide

## Daily Permit

Daily permits are available to faculty and staff who would like to purchase a one-day permit for eligible lots. You may purchase up to 10 Daily permits at a time for up to two weeks in the future. Each permit is sold for a specific day and expires at midnight.

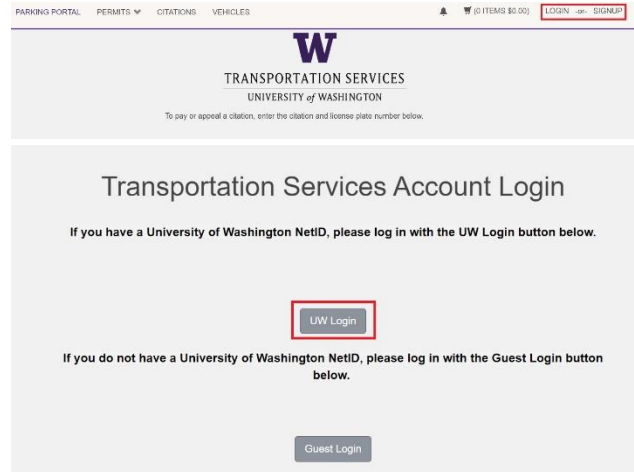
There are three types of Daily permits that you can purchase online.

- Daily Weekday permits: Valid from 6 a.m. to midnight., Monday – Friday
- Daily Night permits: Valid from 4 p.m. to midnight, Monday – Friday
- Daily Weekend permits: Valid 6 a.m. to 12 p.m., Saturday

Parking is complimentary after 12 p.m. on Saturdays and all day on Sundays.

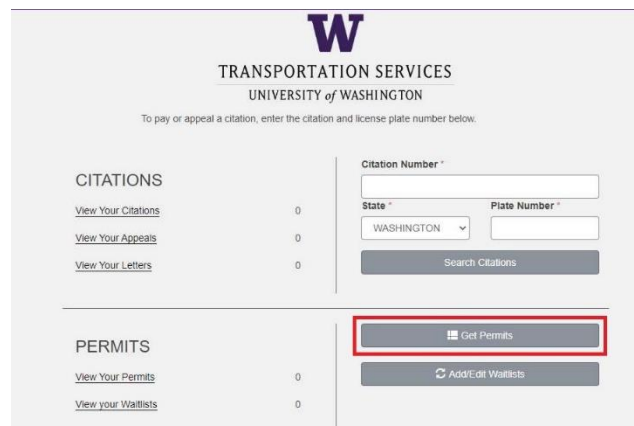
### Step 1

Log into your account on the online customer portal using your UW NetID.



### Step 2

Click **Get Permits** in the Permits section of your account dashboard.



**Step 3**

Select the permit type (DAILY / Weekday, DAILY / Night or DAILY / Saturday) you are interested in.

Review Transportation Services’ policies and confirm your review of the policies before clicking **Next**.

<input type="radio"/>	1	\$2.80 / day	\$0.00	DAILY / Saturday	-select-	-select-
<input type="radio"/>	1	\$2.80 / 2 days	\$0.00	DAILY / Night	-select-	-select-
<input type="radio"/>	1	\$8.40 / 2 days	\$0.00	DAILY / Weekday	-select-	-select-

Please review the Transportation Services policies before proceeding: <https://transportation.uw.edu/policies>

I agree that I have reviewed and will abide by all Transportation Services policies. I understand that my permit may be revoked for violating the policies.

**Step 4**

Select the date you would like the Daily permit to be active for. You may select a date up to two weeks in the future. Click **Next**.

Effective Date

October 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

**Step 5**

Select the vehicle you would like linked to your permit and click **Next**.

You may have up to five vehicles linked to your permit but you may only park one vehicle on campus at a time.

If the vehicle you would like linked is not listed or you have not registered your vehicle yet, click **Add Vehicle** and follow the instructions.

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	WASHINGTON	GODAWGS	2020	Nissan		Black

### Step 6

Select the lot you would like to park in. Access to a particular lot is based on space availability at the time of purchase. If a lot is full, it will be indicated with “[Sold Out]” text following the lot name (see C01 in the example).

Click **Next** once you have selected your desired lot from the list of eligible lots associated with this permit.

**Select Your Permit Location**

Please select the location where you would like to park from the list of available locations below.

**Lot**

Select One

- N26 DAILY
- C10 DAILY
- E19 DAILY
- N18 DAILY**
- W28 DAILY
- N02 DAILY
- N12 DAILY
- N13 DAILY
- W10 DAILY
- W29 DAILY
- C03 DAILY
- W52 DAILY
- N21 DAILY
- C04 DAILY
- E16 DAILY
- C01 DAILY [Sold Out]
- E03 DAILY
- C12 DAILY
- C02 DAILY
- N22 DAILY

**Hours**

Monda  
7:30 a

**Q**  
Tr  
Ca  
Co

### Step 7

Select your preferred payment method and click **Next**.

Daily permits can only be paid with a credit card when purchasing online.

**Select Payment Method**

Discover

- Discover**
- MasterCard
- Visa
- American Express

Next

### Step 8

Review the charges associated with your permit and check the box to indicate that you confirm your permit purchase. Click **Next** to proceed to the payment information screen.

I have read and understand the above statements.

Next

**Step 9**

Enter your credit card information in the required fields.

Review Transportation Services' return policies and check the box to indicate that you have reviewed the applicable information before clicking **Continue** to finalize.

The screenshot shows a payment form with a large purple 'W' logo on the left. The form is titled 'Payment' and is divided into three sections: 'Payment Information', 'Account Information', and 'Contact Information'. Each section has a small asterisk indicating required information. The 'Payment Information' section includes a 'Total' field, a 'Payment Method' dropdown menu set to 'Credit Card', and icons for VISA, MasterCard, American Express, Discover, and Debit. The 'Account Information' section includes a 'Credit Card Type' dropdown menu, an 'Account Number' field, an 'Expiration Date' field with dropdowns for month (10) and year (2020), a 'Security Code' field with a 'View Example' link, and a 'Name on Card' field. The 'Contact Information' section includes an 'Email' field with the placeholder 'name@email.com' and a 'Mobile Phone' field with the placeholder '(555) 555-5555'.

**Your permit purchase is now complete! You will also receive an email confirmation of the transaction.**

Review more resources at  
[transportation.uw.edu/customer-portal-guide](https://transportation.uw.edu/customer-portal-guide).